

## **SAFETY & OPERATIONS COORDINATOR**

Lamar County Electric Cooperative – Blossom, TX

### **1 JOB PURPOSE:**

The Safety & Operations Coordinator is responsible for leading Lamar Electric Cooperative's safety program while also providing operational support across construction crews, metering systems, and special projects. This position serves as a key contact for cooperative employees, contractor crews, and office staff to ensure safe, reliable, and efficient service to members.

### **2 RESPONSIBILITY AREAS & FUNCTIONS:**

- (a) Serve as the cooperative's primary Safety Coordinator, ensuring compliance with OSHA, NESC, and Cooperative Safety Policies.
- (b) Plan, schedule, and conduct safety training sessions, safety meetings, and jobsite observations. Utilization of a 3<sup>rd</sup>-Party training specialists to conduct sessions is acceptable.
- (c) Investigate and document incidents, near-misses, and corrective actions.
- (d) Promote a culture of safety across all departments through leadership, coaching, and accountability.
- (e) Act as a point of contact for construction crews and operations staff on daily work assignments, safety matters, and coordination needs.
- (f) Assist the Line Superintendent in scheduling, planning, and communicating crew activities.
- (g) Coordinate with warehouse and operations staff to ensure availability of equipment and materials.
- (h) Monitor contractor activity from time to time (such as reconductoring crews and ROW clearing crews) for compliance with Cooperative standards and safety requirements.
- (i) Install, program, test, and maintain metering equipment, including advanced metering infrastructure (AMI) and demand meters.
- (j) Troubleshoot and resolve metering issues while ensuring accuracy in billing data.
- (k) Provide technical support and training for operations staff related to metering procedures.
- (l) Aid in Distributed Generation inspections and metering aspects.
- (m) Manage or assist with cooperative projects as assigned (system upgrades, inspections, technology implementation, etc.).
- (n) Work across departments to ensure projects are completed safely, efficiently, and on schedule.
- (o) Support Operations Team in any other necessary tasks
- (p) Perform other duties as requested.

### **3 QUALIFICATIONS:**

(a) Minimum Education and Experience Qualifications:

- (1) High school diploma or equivalent required
- (2) Minimum 8 years of electric utility experience in operations, safety, or metering.
- (3) Strong knowledge of OSHA, NESC, metering systems, and cooperative distribution practices.
- (4) Strong communication and organizational skills with ability to lead and coordinate across teams.
- (5) High school diploma or GED required
- (6) Must possess a valid Class A Commercial Driver's License

(b) Preferred Qualifications:

- (1) Experience in an Electric Cooperative
- (2) Associate's or technical degree in electrical, utility operations, or related field preferred.

(c) Knowledge, Skills and Abilities

- (1) Competent in computer programs (Excel, Word, IOS, MS, etc.).
- (2) Have good written and verbal communication skills.
- (3) Must cooperate and work well with others on a daily basis.
- (4) Ability to prioritize multiple tasks under strict and varying deadlines.
- (5) Must show attention to detail.
- (6) Possess excellent interpersonal skills.
- (7) Ability to ensure the accuracy of data entered into various systems.
- (8) Must be Member Focused
- (9) Ability to travel periodically for Continued Education Courses and Conferences

(d) Physical Requirements

- (1) Ability to perform finger and hand manipulation and perform repetitive motions.
- (2) Ability to exert at least 50 lbs.
- (3) Ability to perform work in all weather conditions.
- (4) Ability to work on elevated surfaces.

### **4 REPORTS TO:**

Director of System Operations & IT

### **5 DEPARTMENT:**

Operations Department